Embassy of the United States of America

42 Elgin Road
Ballsbridge, Dublin 4

April 12, 2013

To: Prospective Quoters

Subject: Request for Quotations number SOI300-13-Q-0298

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for Audio Video and Film Recording/Playback services at an outdoor sports-themed event at the U.S. Ambassador's Residence, Phoenix Park, Dublin 8. Services are required for US Independence Day celebrations on Thursday 4th July 2013.
Please see full details of the request below and reply to Mr Emmet Downey DowneyEJ@state.gov, ph. 01-630 6241 to indicate if you are interested in participating in the solicitation process.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

A site visit will be held on Thursday 18th April 2013 @ 11:00. Those interested in attending must provide name, date and place of birth at least 24hrs in advance of the meeting to Mr Downey. No more than 2 representatives per contractor will be admitted.

Quotations are due on or before Friday 26th April 2013 at 15:00.

Quotations may be delivered in hard copy at the above address or via email for the attention of Mr Emmet Downey.

Ann Granatino
Contracting Officer

Solicitation: SOI300-13-Q-0298

AUDIO VIDEO SERVICES

SCOPE OF WORK

Specific requirements as follows:

- Filming/recording of an American Football game in the grounds of the US Ambassador's Residence, Phoenix Park on Thursday, July 4, 2013. All footage to be shot in full PAL HD (16:9) and delivered in digital format (via hard drive).
- Feeding the footage (and touchdown replays) to 3-5 TV screens (incl. 2 x embassy-provided JumboTron display screens) mounted around the pitch (marquees and residence) and live online stream.
- Provision of a raised filming/recording platform structure with sufficient room to accommodate AV technicians and max 3 additional commentator/Emcee personnel.
- Provision of DVD /computer video files playback capability is also required. (embassy to provide content)
- Provision of PA sound system with wireless mobile/portable microphone capability at pitch side, for bleachers (tiered seating) and marquees. The PA system will also be required to service a separate children's activity/play area (Kidzone) situated adjacent to main football pitch but separated by a high (gated) stone wall.
- Complete audio/video set up/de-rig required incl. camera/s with operator/s, TV screens, microphones, speakers, CD/MP3/iPod playback, cabling etc.
- An electronic recording of events will also be required. (DVD format & via hard drive)

In the past, the following list of equipment has been used for this event and is provided as guidance only to prospective bidders. Attendance at the site visit is recommended to ascertain full list of equipment required.

<u>FOOTBALL PITCH</u>
10-Speaker PA System BLEACHER SIDE
1 x 6-Speaker PA System RESIDENCE SIDE
2 x HighPower 18" Subwoofer
1 x 6-Speaker PA System PICNIC SIDE
1 x 6-Speaker PA System MARQUEE SIDE
4 x Radio Microphones – Hand-held
2 x Radio Microphones – Tie-clip
2 x RF DA + Paddles + 2 x mic stands (heavy-duty wireless mics)
Wired Microphones (pop shields)
4 x Microphone

<u>AUDIO OPPS AREA</u>
1 x Twin CD player
1 x Delay unit - Stereo
1 x Audio Instant Replay unit

1 x Audio 6 Stereo/12 Mono Way
1 x HD Camera - RESIDENCE SIDE
1 x HD Camera - Long Lens - BLEACHER SIDE
1 x Wireless Comms System – 4-Way

VISUALS OPPS AREA
1 x Digital Production Mixer
1 x Multi Format AV Convertor
1 x Laptop & Balance Box
1 x DVD Player
2 x Cat 5 AV Sender / Receiver

Commentators Monitor
1 x 17" TFT Flat Screen (Video Input)

Record TX Mix
1 x Laptop
1 x DVCam Player/Recorder
10 x 60 mins - Mini DVCAM Video Stock

Touchdown Playback
1 x Beta SP Player / Rec
1 x 90min Beta SP Tape Stock

MAIN MARQUEE
1 x 4-Speaker PA System MARQUEE
1 x Mic Splitter (12ch)
2 x 46" LCD HD TV and Stand

KIDZONE
2 x Spk Conference PA System (EV ZX1)
1 x 46" LCD HD TV and Stand

Installation / De-rig timeframe:
Access to the site is available from 07:00 on Monday 1st July 2013. All systems are required to be installed, tested and fully operational by COB Wednesday, 3rd July and are required to remain in place thru Thursday, 4th July. De-rig and removal from site not later than COB Friday, 5th July.

Work should be performed in such a way as to keep disruption to normal business to a minimum. Work may be performed between the hours of 07:00 through 19:00 with prior approval of Embassy security officer.